



FA-9 PURCHASING

POLICY:

Title X delegate agency shall have written policies and procedures for purchasing services, supplies and equipment. Delegate agencies must ensure that all purchases will be authorized by the project director or his/her designee. (42 CFR 59.5(b) (7)).

PROCEDURE:

1. The purchasing policy should clearly indicate the approval process for any services, supplies and equipment that are purchased.
2. The purchasing policy should provide for:
 - a) bulk purchasing
 - b) quality, cost, competition to be considered in selection
 - c) competitive bids for major items
 - d) competitive bids for service contracts
 - e) prior administrative approval
 - f) separation of purchasing from receiving, and
 - g) use of requisition forms
3. The purchasing policy shall include provision for prior state approval of contractors and consultants.
4. The purchasing policy shall include provision for prior state approval for equipment purchases over \$5,000.